

Confirmation of StudentAid BC Distance Education Eligibility (CODEE)

Purpose

CODEE criteria is intended to enable non-traditional programs to be compared with traditional forms of delivery in terms of both content and length of study, to ensure the full-time requirement is met. Students enrolled at institutions outside B.C. in academic programs delivered via online or blended learning, must complete a minimum of 60 per cent of a full course load to qualify for StudentAid BC funding as outlined in their current contract with the institution. Institutions may contact StudentAid BC for further clarification.

Introduction:

The CODEE form is required for all students enrolled in studies at institutions outside of B.C. that are delivered through online, blended learning, or other non-traditional delivery methods. If a program has not been reviewed for online or blended learning for the current program year, the student will receive a CODEE request letter posted to their dashboard. The CODEE form must be submitted to StudentAid BC by the institution, with the required documentation.

Who completes the CODEE form?

The CODEE form must be completed by a financial aid officer or registrar who has signing authority on behalf of the institution for student financial assistance purposes.

Helpful tips:

- Download the CODEE form at www.Studentaidbc.ca
- Incomplete CODEE forms, or missing documentation will delay processing of the student application.
- Ensure all information is provided before you submit your CODEE by email to designat@gov.bc.ca.
- Ensure your institution stamp or seal is used.

Instructions:

Institution Information:

A 4-digit Institution Code is assigned to an institution the first time the institution is designated in Canada. If your institution is submitting this CODEE as part of a designation application and this is your first application in Canada, please leave the Institution Code field blank.

Student Information:

If you are completing this CODEE as part of a designation application, you are **NOT** required to complete the student section of this form.

Program Eligibility:

Choose option 1 if the program is offered full-time onsite.

Choose option 2 if the program has a similar credential with the same timeframe and the same number of credits required to graduate is offered full-time onsite.

Choose option 3 if the program is listed in the British Columbia or Alberta Transfer guide as a sending institution or another articulation agreement with another SABC designated institution for block transfer.

Choose option 4 if the program does not meet the criteria stated above.

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Dear Institution Official:

Institution Information:

INSTITUTION NAME

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INSTITUTION CODE (If known)

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PROGRAM NAME

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Student Information:

(DO NOT Complete this section for a Designation Application)

STUDENT'S LAST NAME

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STUDENT'S FIRST NAME

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STUDENT'S StudentAid BC Application Number

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Program Eligibility:

The B.C. Ministry of Post-Secondary Education and Future Skills will provide B.C. student loans to eligible residents of B.C. enrolled at institutions outside B.C. in distance education, correspondence, online programs, or other programs of study with non-traditional forms of delivery, if one of the following conditions is met:

- 1. The academic or career training program with the same study period length is offered and delivered at 100 per cent course load onsite; OR
- 2. A student will earn the same number of academic credits in the same time period as a student in a similar StudentAid BC eligible program delivered onsite at the same institution; OR
- 3. A student will earn academic credits for 100 per cent of the program at the undergraduate level for a program that is recognized as equivalent at another designated institution listed in the B.C. Transfer Guide, Alberta's Transfer Guide or other comparable articulation agreements from other jurisdictions; OR
- 4. None of the above apply.

Note: You are required to submit this form and documentation supporting your selection above by email to designat@gov.bc.ca

If you have any questions, please contact the Institution and Program Designation Team by email at designat@gov.bc.ca

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Ministry of Post-Secondary Education and Future Skills

StudentAid BC

Email: designat@gov.bc.ca

Telephone:
1-800-561-1818
(Toll Free in Canada / U.S.)

+1-778.309.4621
(outside North America)

Official Stamp or Seal of School	Name of School Official
	Signature of School Official
	School Official's Contact Information: Telephone: Email: